

Missouri State Library  
Office of the Secretary of State

Library Services and Technology Act  
Federal Grant Program

# **VIDEOCONFERENCING NETWORK**

Grant Application

Fall 2003

**Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

**MISSOURI STATE LIBRARY  
LSTA Grant Program  
Videoconferencing Network  
Information & Guidelines  
Fall 2003**

**What is Videoconferencing?**

Videoconferencing is the transmission of video and audio between two or more physically separate locations. This is accomplished through the use of a camera (to capture local video), a video display (to display remote video), a microphone (to capture local audio), and speakers (to play remote audio). These four items comprise the basic components necessary to transmit information via a videoconference system of audio-visual equipment.

There are a variety of options provided by interactive video:

**Point-to-Point** conferencing is communication between two locations at the same time. Audio and video is two-way.

**Multi-Point** conferencing is two-way video and audio communication between multiple locations.

**Point-to-Multipoint** conferencing is one-way video that originates at one site and is received at multiple sites; audio is two-way, allowing all sites to hear each other.

**Multipoint to Multipoint** conferencing is both audio and video communication among multiple sites, although you can hear and see only one other site at a time.

**Project Overview**

In July of 1999, the State Library extended an invitation for all interested state aid certified public libraries in Missouri, to apply for desktop videoconferencing equipment through the LSTA grant program. Fifteen libraries applied and were awarded equipment to install a system.

The State Library has embarked on the next phase to broaden the scope of videoconferencing by establishing strategically located facilities around the state with ten sites in the implementation phase. Some of the facilities will serve as originating sites while others will serve as remote sites. The larger facilities will provide a large conference room, capable of seating 15-30 individuals in one of three arrangements: conference, classroom or theatre.

The goal of this project is to establish twelve to fifteen facilities that are strategically located throughout the state. Each facility will be furnished with state-of-the-art equipment to provide interactive videoconferencing sessions such as continuing education training, staff development seminars, and other formal library meetings.

Videoconferencing will provide another avenue whereby library personnel from smaller and rural library settings can attend training and meetings (that they otherwise might not attend) by traveling within a 50-mile radius to a regional facility to participate in a videoconference.

### **What are some uses for interactive video?**

- Using this technology, all new public library directors within the state could attend new directors' training from a regional facility which could attract 100% participation by cutting and/or eliminating travel and hotel costs;
- Formal and informal discussion meetings can be held over the network;
- Library committee meetings could be held using the network, linking in only specific regional facilities;
- A library could host a local workshop or training sponsored by a local non-profit community organization.

### **Benefits of using Videoconferencing**

- Significant reduction of travel time and expenses necessary to attend meetings;
- Prevention of meeting cancellations or reduced attendance due to bad weather conditions especially during the winter months;
- Increased attendance at specific functions: Many times, library staff cannot afford to be away from the library for an extended period of time, even to attend an important meeting. Travel time can be greatly reduced by participants attending a regional videoconferencing site to engage in live interactivity with fellow colleagues;
- Ability to communicate with a location that may or may not be nearby, but is limited by situational or physical constraints;
- Allows real-time visual contact between facilities;
- Supports the use of diverse media such as a smartboard (electronic blackboard) and computer software.

#### **Note:**

- More information on videoconferencing is available by calling the MOREnet video-consulting group. Pat Hunt is the contact consultant. He can be reached at 1-800-509-6673 or [hunt@more.net](mailto:hunt@more.net).
- Video consulting information from MOREnet can be found at <http://www.more.net/technical/video/index.html>.
- Specification pages for the POLYCOM equipment can be found at <http://www.polycom.com>.

### **Minimum requirements for hosting a regional facility**

There are numerous factors that must be considered by each facility such as physical layout, location, accessibility, etc. Please review and consider each of the requirements carefully.

1. The library must be able to provide a large room that can seat at least 30 individuals comfortably at conference tables (allow three feet of space for each participant).
2. The library must be able to provide at least one staff person who can be available to assist (or serve as) the facilitator and handle minor troubleshooting tasks for the equipment and connectivity. This person must be available thirty minutes before and thirty minutes after each session for system operation and closure for the meeting room (a technical support staff person would be a plus if possible).
3. The library must be able to deliver 10/100 ethernet on their network.
4. The library must currently have at least one high-speed Internet connection of T1 or better (if the library does not currently meet this requirement, they may be able to request an upgrade through MOREnet).
5. The library must have static IP addresses for workstations. MOREnet can provide additional IP addresses if necessary.
6. The library must be committed to purchasing POLYCOM equipment in order for the network to maintain uniformity for successful connectivity from facility to facility.
7. The library must be committed to transmission of H.323 video (IP based video over the LAN).
8. The library must be committed to providing ongoing assessments and reporting for the duration of the grant period and possibly afterward.
9. The library must be able to provide local financial support for areas of the project that cannot be funded by the grant.
10. The library must be a REAL (Remote Electronic Access for Libraries) Program participant.

### **Regional facility obligations**

The State Library has been designated five ports on the MOREnet Multipoint Conferencing Unit (MCU) to use for videoconferencing. It is the discretion of the State Library to decide how they will allocate usage of the five ports.

Each library will be required to reserve up to twelve (12) sessions per year for State Library training. These sessions will take precedence over local scheduling as deemed necessary by the State Library. Additional sessions may be scheduled if time and space permits.

Facilities or organizations hosting a session may charge a small cost recovery fee for appropriate use as outlined in the MOREnet AUP guidelines. Please refer to the Non-Commercial Use explanation found on MOREnet's website.

<http://www.more.net/about/policies/noncommercial.html>.

The library must agree with the guidelines set forth for hosting and scheduling sessions as outlined by the State Library and MOREnet.

<http://www.more.net/technical/video/scheduling/guidelines.html>.

The library must agree with and adhere to the Service Level Agreement for Videoconferencing Services as required by MOREnet.

<http://www.more.net/services/video/sla/index.html>.

Each staff person must attend at least two sponsored training sessions for equipment utilization and training for each site facilitator. Training will be held at the MOREnet Training Center in Columbia, MO.

The library will be responsible for placing the order for all equipment and installation of all

hardware and software for videoconferencing. There is a Missouri state contract available as well as a contract offered by MOREnet for purchasing equipment.

<http://www.system.missouri.edu/busserv/vpamenu.htm>.

### **State Library obligations**

The State Library will be responsible for payment of first year maintenance costs and upgrade costs for the equipment.

The State Library will be responsible for training costs on equipment training and training for the facilitator.

### **Financial considerations**

LSTA funding will be used to purchase the equipment and MOREnet will ensure the required level of connectivity. There may be some local costs involved for individual libraries and none for others. For example, some sites may require minimal or no room renovations whereas another library may demand more.

### **What is the review process and application deadline?**

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 21, 2003 or hand delivered by October 22, 2003. Only complete application forms from eligible institutions will be reviewed.**

**How long is the grant period?**

**January 1, 2004 through June 30, 2005**

**Where and how do I apply?**

***Mail completed application forms to:***

LSTA Grants Officer  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

**For further information, contact:**

Contact Kay Callison, LSTA Grants Officer  
Telephone: 573-751-1822 or (in Missouri) 800-325-1031, ext. 9  
E-mail: [callik@sosmail.state.mo.us](mailto:callik@sosmail.state.mo.us)

## **CIPA COMPLIANCE**

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.

**MISSOURI STATE LIBRARY  
LSTA Grant Program  
Videoconferencing Network  
Application Instructions  
Fall 2003**

*Please call Kay Callison, LSTA Grants Officer, 1-800-325-0131 ext. 9, if you have questions about the instructions or application form.*

**GENERAL INSTRUCTIONS**

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Narrative is to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

**ITEMIZED INSTRUCTIONS**

**Part I**

*Project number*—Leave blank.

*Name of library*—Give the official, legal name of the library.

*Federal Tax I.D. # or MO Vender # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.

*Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.

*Total population of library's legal service area*—Using the latest available census figures, give the population of the legal service area for all participating agencies.  
*LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.

*Project description*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.



## Part II—Narrative

This is the most important part of your application.

- Label the upper right hand corner of each page as “Narrative” with the name of your library. Organize your narrative using the numbers and headings shown in the application. Add page numbers. Paperclip sheets to application form. Type and double-space.
- Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.
- Complete the Budget Worksheet with the quantity and actual unit cost of items you intend to purchase. Round to the nearest whole dollar.

## Part III- Certification and Signatures

*Signature of Library Director*—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

*Signature of Library Board President*—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

**MISSOURI STATE LIBRARY  
LSTA Grant Program  
Videoconferencing Network  
Grant Application  
Fall 2003**

Project # \_\_\_\_\_

**ATTENTION: YOU MUST USE THIS SHEET AS PAGE 1 OF YOUR APPLICATION!**

**PART I**

*Please type.*

Name of library: \_\_\_\_\_

Federal Tax I.D. # or MO Vender # if different: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Library director: \_\_\_\_\_

Project director (contact person): \_\_\_\_\_

E-mail address (contact person): \_\_\_\_\_

Total population of library's legal service area: \_\_\_\_\_

Library current tax rate: \$ \_\_\_\_\_

Library current operating budget: \$ \_\_\_\_\_

**LSTA funds requested:** \$ \_\_\_\_\_

Local funds to be used in connection with this purchase: \$ \_\_\_\_\_

**Project description** (not to exceed space provided):

## Physical Environment

1. Type of Room Anticipated (select one):
  - ☐ Large Conference Room / Capacity 30 seating
  - ☐ Small Conference Room / Capacity 15 seating
2. Room measurements by size: \_\_\_\_\_
3. Renovations (select one):
  - ☐ Necessary
  - ☐ Not necessary
4. Describe the physical environment of the designated room. You may use a separate sheet of paper for each category:
  - a. Lighting (ability to dim, easy to turn them on/off, etc.)
  - b. Windows (number of windows, how is light screened – blinds, etc.)
  - c. Air conditioning and heating factors (is it noisy, ability to adjust settings, etc.)
  - d. Carpet or other type of flooring; location of room and its accessibility (is the room accessible from an outside entrance).
  - e. Wall coverings / color (dual colors, wallpaper)
  - f. Parking (adequate parking for attendees)
  - g. Is there an Internet connection currently in the building? If so, list the connection size (T1, 385Kbs, etc.). Does the room access the dedicated Internet connection? For example, is there wiring and an Ethernet port to the room?
  - h. Is there a telephone line connection in the room?
  - i. Is there a kitchenette in or near the room?
  - j. TV monitor, bulletin board, dry board, etc.
  - k. List neighboring rooms that are adjacent to the designated area.

## PART II: NARRATIVE

**Important note: All items within a question must be answered.** Attach additional sheets with your answers to these questions. Please number your answers to correspond with the numbers below. Please label the upper right hand corner of each page as “Narrative” with the name of your library.

1. Describe your geographic location within the state; list other public libraries that are within a 50-mile radius of your location.
2. Explain your community’s need for this equipment and identify the target audiences who will use it. Equipment is to be used for library staff training sessions, continuing education classes, and library meetings. Not-for-profit community programs can be conducted using this equipment under the non-commercial use guidelines.  
<http://www.more.net/about/policies/noncommercial.html>
3. If you anticipate the need for any room renovations, please explain the need and provide a schedule for the anticipated timeline to complete the renovation. Include cost estimates and source of funding.
4. One of the minimum requirements for this project states that each lab must be able to provide at least one technical support/facilitator staff person. Please explain your staff’s capability to meet this requirement as well as to oversee installation and use of the requested equipment.
5. One of the minimum requirements for this project states that each lab must provide staff attendance at the training sessions for videoconferencing equipment and managing the videoconferencing room. There may be additional library-related training that is deemed necessary as we move into additional stages of the project. Please explain how you plan to support this requirement.
6. Briefly describe how you plan to promote and publicize videoconferencing as a new service for your community. Examples: newspapers, newsletters, flyers, posters, etc.
7. Are you currently using videoconferencing equipment in any way in your library? If so, please, describe programs and/or services provided by a videoconference.
8. Have you had requests for videoconferencing programs or services from the community? If so, please explain.

## Budget

9. Using the Budget Worksheet, give quantity and actual unit cost for each item requested. Photocopy the form as needed. Round to the nearest whole dollar. Total the costs. The **Maximum Unit Cost** is the maximum amount of funding we will allow per item for this grant. If that amount is exceeded, the difference will need to be paid with local funds. If the actual cost is less, you will be paid only for that amount.

**Note:** Each library is responsible for ordering POLYCOM equipment. You can order from MOREnet's current volume purchasing agreement vendor, Wire One, or from SKC. Links to both can be found at <http://www.system.missouri.edu/busserv/vpamenu.htm>

We encourage placing orders as quickly as possible after the grant has been approved.

**9. BUDGET WORKSHEET: LSTA Videoconferencing Network Grant Application****Large Conference Room**

<b>Qty.</b>	<b>Description</b>	<b>Maximum Unit Cost</b>	<b>Actual Unit Cost</b>	<b>Total Cost</b>
	<b>Main Components</b>			
	VU FX H.323 Camera	\$8,249		
	32" FD Trinitron WEGA Monitors	\$849		
	32" Video Cart	\$850		
	Audio Mixer SCM810	\$1,249		
	Push to Talk Mics MX392/O (one per table)	\$239		
	Wireless Mic Kit UC14/85	\$949		
	SONY 13" Preview Monitor	\$199		
	NTSC 2nd Camera w/ Remote for VS4000	\$975		
	Wall Mount for 2nd camera	\$85		
	Wide Angle Lens for 2nd camera	\$76		
	Computer workstation and printer	\$2,250		
	POLYCOM Training (one day training	\$4,500		
	and installation)			
	Warranty (3 years)	\$1,200		
	<b>Teaching Equipment</b>			
	Proxima/Infocus DP 6850 LCD Projector	\$5,499		
	Smartboard	\$1,000		
	Fax machine	\$200		
	Cordless Telephone	\$125		
	VCR	\$125		
	Monitor (for VCR)	\$150		
	<b>Furniture</b>			
	Instructor's desk and chair	\$1,000		
	Configuration for 10 Tables	\$2,000		
	30 chairs	\$1,000		
	<b>TOTAL</b>			

**9. BUDGET WORKSHEET: LSTA Videoconferencing Network Grant Application****Small Conference Room**

<b>Qty.</b>	<b>Description</b>	<b>Maximum Unit Cost</b>	<b>Actual Unit Cost</b>	<b>Total Cost</b>
	<b>Main Components</b>			
	VU 128 Camera	\$3,299		
	32" FD Trinitron WEGA Monitors	\$849		
	32" Video Cart	\$850		
	Audio Mixer SCM810	\$1,249		
	Push to Talk Mics MX392/O (one per table)	\$239		
	Wireless Mic Kit UC14/85	\$949		
	SONY 13" Preview Monitor	\$199		
	NTSC 2nd Camera w/ Remote for VS4000	\$975		
	Wall Mount for 2nd camera	\$85		
	Wide Angle Lens for 2nd camera	\$76		
	Computer workstation and printer	\$2,250		
	POLYCOM Training (one day training and installation)	\$4,500		
	Warranty (3 years)	\$1,200		
	<b>Teaching Equipment</b>			
	Proxima/Infocus DP 6850 LCD Projector	\$5,499		
	Smartboard	\$1,000		
	Fax machine	\$200		
	Cordless Telephone	\$125		
	VCR	\$125		
	Monitor (for VCR)	\$150		
	<b>Furniture</b>			
	Instructor's desk and chair	\$1,000		
	Configuration for 8 Tables	\$1,000		
	16 chairs	\$1,000		
	<b>TOTAL</b>			

### PART III: CERTIFICATION AND SIGNATURES

**ATTENTION:** You must use pages 10, 11, 14 or 15, and 16 as part of your application! To complete this application, attach numbered pages with responses to items in Part II.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.*

\_\_\_\_\_  
Type name of Library Director

\_\_\_\_\_  
Type name of Library Board President

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Mail completed applications to:***

LSTA Grants Officer  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

**Application deadline: October 21, 2003 (postmarked); October 22, 2003 (hand delivered)**

For State Library use only:

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      \$ \_\_\_\_\_ Amount Awarded

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.



INSTITUTE  
of MUSEUM  
and LIBRARY  
SERVICES